



# Request for Proposal Shelby County Government Purchasing Department

160 N. Main, Suite 550 Memphis, TN 38103

Issued: May 22, 2013

Due: August 9, 2013 no later than 4:00 P.M. (Central Standard Time)

# RFP # 13-005-84 GREENPRINT SUB-PLANNING AWARDS FOR SHELBY COUNTY, TENNESSEE AND SURROUNDING AREAS

Shelby County Government, an Equal Opportunity, Affirmative Action Employer, seeks proposals from member organizations of the Mid-South Regional Greenprint Consortium to conduct sub-planning projects toward the development of the Mid-South Regional Greenprint and Sustainability Plan. The RFP is located on the County's website at <a href="https://www.shelbycountytn.gov">www.shelbycountytn.gov</a>. Go to Online Services and click on "Purchasing Bids" to locate the above-described RFP. If you do not have access to the Internet and require us to send you a hard copy of the RFP, please call us at (901) 222-2250 to request a copy.

The proposal, as submitted, should include all estimated costs related to the services requested by the RFP specifications. If selected, your proposal will be the basis for negotiating a contract with Shelby County Government. Your proposal must be received in the Shelby County Purchasing Department <u>no later than 4:00 p.m. on Friday, August 9, 2013</u>. Proposals should be addressed to:

Nelson Fowler, Manager A Shelby County Government Purchasing Department 160 N. Main St., Suite 550 Memphis, TN 38103

The package containing an original (clearly identified as original) three (3) copies and two (2) digital CD of your proposal must be sealed and marked with the Proposer's name and "CONFIDENTIAL, "GREENPRINT SUB-PLANNING AWARDS FOR SHELBY COUNTY TENNESSEE AND SURROUNDING AREAS", RFP # 13-005-84" noted on the outside.

Nelson Fowler, Manager A
Shelby County Government
Purchasing Department

#### **INTRODUCTION:**

Shelby County Government, an Equal Opportunity, Affirmative Action Employer, seeks proposals from member organizations of the Mid-South Regional Greenprint Consortium to conduct sub-planning projects toward the development of the Mid-South Regional Greenprint and Sustainability Plan. Shelby County is issuing this Request for Proposals (RFP) to solicit written proposals from consortium member organizations who are interested in conducting such activities. Based on an evaluation of responses to this RFP, applicants will be selected and invited to participate in further discussions and negotiation of a contract agreement for the requested projects.

Notification of award is anticipated for October 2013. Anticipated contract start date for sub planning awards is November 1, 2013. Project activities must be completed by October 1, 2014.

#### **BACKGROUND:**

Shelby County Government was awarded the HUD Sustainable Communities Regional Planning Grant to develop the Mid-South Regional Greenprint and Sustainability Plan. The plan is designed to establish a unified vision for a region-wide network of green space areas including parks, greenways, trails, byways, blue ways, conservation lands, natural areas, wildlife management areas, community gardens and agricultural areas, stormwater management areas, open space areas, and other similar green spaces. The plan will be focused on open space, but will establish a regional, comprehensive framework to address housing and neighborhood land use, community health and wellness, alternative transportation and fuels, parks and greenways planning, resource conservation and environmental protection, workforce development and regional employment, social equity, and data mapping.

Developing the Mid-South Regional Greenprint and Sustainability Plan will help our region to:

- Connect where people live to the natural environment, employment, goods and services, and recreational activities:
- Preserve and protect undeveloped land as open space to support future development of quality communities, agriculture, and environmentally sensitive lands;
- Provide alternative transportation routes for pedestrians and bicyclists to connect people and low-income neighborhoods to job centers, bus routes, and needed goods and services;
- Support the design and implementation of pedestrian-friendly communities that can reduce vehicular traffic and improve personal health and well-being;
- Protect important landscapes that support outdoor recreation, such as wildlife viewing and fishing, as well as sustain quality drinking water sources;
- Create opportunities to restore natural habitats and wetlands within the built environment;
- Reduce public and private sector energy consumption;
- Identify areas most appropriate for new communities; and
- Enhance the economic vitality and quality of life of the overall community as a place to live, work and play in order to promote population and employment growth.

We anticipate that the Mid-South Regional Greenprint and Sustainability Plan will achieve the following short-terms outcomes:

- Analysis of existing land use and conservation areas
- Analysis of existing plans for land use and conservation areas
- An objective data-based process for evaluation of potential land uses
- Allowance for plan updates
- Case-making for conservation-funding
- Comparison of existing land uses to needs of current population and projected growth
- Visualization of patterns and connections to assess green space connectivity and obstacles to connectivity
- Identification of gaps in data
- Identification of land to be protected and/or transformed as conservation lands and associated uses

Additionally, we believe that the mapping, plan, and process will result in the following long-term results:

- A multi-jurisdictional alliance of public, private and non-profit groups and organizations demonstrating leadership on green space issues and collaborating to implement initiatives that will create a region-wide network of parks, trails, and natural areas
- Improved visibility for important green space issues and collective action for promotion, advancement and advocacy of key issues
- Improved, informed community decision-making regarding issues affecting green spaces
- Increased public awareness of green space issues and benefits and support for green space initiatives
- Increased collaboration among green space supporters and stakeholders to achieve common goals
- Enlarged, enhanced, better connected green space and trail network
- More equitable distribution of green space resources
- Improved public accessibility to green spaces
- Improved connectivity between people, neighborhoods, facilities and communities
- Improved ability to attract/retain a quality workforce in the Mid-South area
- Increased public, private and non-profit investment and funding for green space initiatives
- Enhanced environmental quality including water quality, natural habitat, wildlife corridors, etc.
- Improved recreational facilities and opportunities
- Increased usage of green space facilities, and
- Improved stewardship of natural spaces and resources

The study area for this project is defined as the boundaries of the Memphis Metropolitan Planning Organization (MPO) and West Memphis (Arkansas) MPO. These two MPOs include all of Shelby County, TN, and the cities of Arlington, Bartlett, Collierville, Germantown, Lakeland, Memphis, and Millington; northern DeSoto County, MS, including the cities of Hernando, Horn Lake, Olive Branch, Southaven, and Walls; eastern Crittenden County, AR,

including the cities of West Memphis, Marion and Sunset; and western Fayette County, including the cities of Piperton, Gallaway and Braden.

The planning process is driven by the Mid-South Regional Greenprint Consortium ("Consortium"), made up of over 80 groups throughout the region, including nonprofit organizations, local and state government agencies, businesses, community groups, colleges and universities, and citizens. The eight working groups that support the consortium are: Housing/Neighborhood Land Use, Community Health/Wellness, Alternative Transportation & Fuels, Parks and Greenways Planning, Resource Conservation & Environmental Protection, Workforce Development & Regional Employment, Social Equity, and Data/Mapping and Evaluation.

#### **SUBPLANNING AWARDS OVERVIEW:**

The purpose of the sub planning phase is to advance the Regional Greenprint Vision and demonstrate activities that support long-term sustainability, livability, and/or economic development in communities within the Mid-South region.

# Priority funding categories:

<u>Green space planning</u>: Projects that involve planning for new parks, green/open spaces, greenways, and trails providing linkages between green spaces, neighborhoods, employment, and commercial areas for the purpose of alternative transportation, recreation, environmental protection, and healthy living.

<u>Neighborhood planning</u>: Neighborhood-scale planning projects involving land use planning, housing, commercial centers, economic development, employment, environmental planning, or reuse of brownfields or vacant properties.

<u>Sustainability planning</u>: Plans involving promotion of innovative and sustainable practices related to housing, transportation, employment, renewable energy, resource conservation, environmental protection, community health, and access.

### How much is available?

Funding in the amount of \$800,000 is available for Greenprint Sub planning Awards. In order to expand the impact of sub planning awards, the maximum award amount per project and per consortium organization is \$50,000. There is no requirement for applicant match of cash or inkind services, however any applicant match should be reflected in the project budget.

### How will funds be distributed geographically?

Funds will be awarded equitably across the region, based on population, to the greatest extent possible. There is a target goal to award approximately 80% to 85% of funds in Shelby County (60% to 65% in Memphis) with the remaining 15% to 20% awarded in DeSoto County, Crittenden County, and Fayette County. However, proposed projects may be regional in nature.

# What will be funded?

Items that can be funded include: planning, design, engineering, studies, community engagement, and education. Selected projects will be place-based, issue-based, or community-based projects in the study area that address one of the three priority categories: Green space planning, Neighborhood planning, and Sustainability planning. Projects must be new projects or a new phase of an existing project. Projects must advance the Regional Vision Plan developed by the Mid-South Regional Greenprint Consortium. Advancement of the Regional Vision Plan will be measured by how well proposals address the Greenprint goals and objectives (see Attachment A). Plans and studies awarded from this RFP will be incorporated into the final Mid-South Regional Greenprint and Sustainability Plan. Successful applicants may be asked to present an overview, findings, or results of the funded project at a meeting or meetings of the Mid-South Regional Greenprint Consortium.

# What will not be funded?

Items that will not be funded include, but are not limited to: projects outside of the study area, implementation, construction, land acquisition or costs related to land acquisition, incentives, scholarships, or food and beverages.

# Who is eligible to apply?

Nonprofit organizations, local and state government agencies, businesses, community groups, and colleges and universities who signed the Mid-South Regional Greenprint Consortium by March 15, 2013 are eligible to apply (see Attachment B). Applicants requiring the services of a consultant or service provider shall identify and enter into a memorandum of agreement with the preferred consultant or service provider prior to making application for this RFP. Applicants and consultants or service providers shall also enter into an indemnity agreement (see Attachment C). Exceptions will be made for municipal and state government agencies with competitive bidding or purchasing requirements. For-profit businesses from the Mid-South Regional Greenprint Consortium may apply, but only in cooperation, via executed memorandum of agreement and indemnity agreement, with one or more non-profit, community-based organization(s) working in the geographic area where the project is proposed. All applicable agreements shall be included in the proposal. If selected, applicant and consultant or service provider shall enter into a subcontract for services.

#### **PROPOSALS:**

Interested applicants should submit a Letter of Interest and Proposal including, but not limited to, the following items. Applicants are expected to clearly address each of the items below in the proposal and use clear section headers specific to each item below.

- 1. Applicant name, address, and telephone number, email address, website;
- 2. Point of contact: name and telephone number, email address;
- 3. Project description, including goals, objectives, work plan and timeline (see example work plan and timeline in Attachment D), and intended final product. Approximate start date is November 1, 2013; projects should be completed by October 1, 2014;

- 4. Summary of project approach to address at least one of the three priority funding categories (Green space planning, Neighborhood planning, Sustainability planning);
- 5. Summary of project approach to address the Greenprint goals and objectives;
- 6. Detailed explanation of the need for the project (please address how you have engaged target community to assess the need for this project or how you plan to establish community support);
- 7. The population that will be served by the project and the anticipated impact on the targeted population;
- 8. Demonstrated feasibility of project implementation, including basic scope of implementation, responsible parties, timeline, potential funding sources, and fundraising needs (if possible, include letters of support by parties committing to implement the proposed project);
- 9. Qualifications of staff to develop the proposed project or serve as project manager, as applicable;
- 10. Qualifications of consultant(s) or service provider(s) to develop the proposed project, as applicable;
- 11. Detailed statement demonstrating how the proposed project advances the efforts of at least one working group of the Mid-South Regional Greenprint Consortium;
- 12. Detailed budget for the project including line item detail of expenses and applicant match, if applicable (maximum award is \$50,000).

### Proposals should not exceed 25 pages in length.

The following items should be included and will not be counted against the 25-page maximum: Employer Identification Number (EIN), certificate of nonprofit status, or state tax exemption letter (if applicable); organizational budget (most recently approved balance sheet of revenues and expenditures); and applicable memoranda of agreement, indemnity agreements, letters of intent, and proposal from consultants/service providers (if applicable).

A voluntary pre-bid conference information session will be held to allow potential applicants to learn more about the RFP and ask questions of staff. Since eligible applicants for this RFP are only those organizations or entities that signed the Mid-South Regional Greenprint Consortium Agreement, the pre-bid conference will take place at the May 30, 2013 Consortium Meeting. This meeting will be from 10:00 AM to 12:00 PM at the Pickering Center in Germantown, TN, located at 7771 Poplar Pike. The agenda will include regular consortium business in hour one and discussion about the sub-planning process in hour two.

A second voluntary pre-bid conference will be held at the Community Foundation of Greater Memphis, 1900 Union Avenue, Memphis, Tennessee 38104 from 10:00 AM to 11:30 AM on Friday, June 21, 2013.

#### PROPOSAL EVALUATION AND SELECTION:

Each proposal will be reviewed by a special Ad-Hoc Committee which may elect to schedule a personal presentation and interview with one or more of the applicants. Each proposal will be

reviewed for completeness of the proposal package (10 points). All proposals submitted in response to this RFP will be evaluated based on the following criteria:

- a. Qualifications and experience of specific personnel assigned to this project (10 points);
- b. Quality and responsiveness of the proposal and the ability to present a clear understanding of the nature and scope of the project (10 points);
- c. Quality, detail, and specificity of project methodology and approach to accomplishing the proposed project (10 points);
- d. Responsiveness of the proposal in addressing the priority funding categories and Greenprint goals and objectives (10 points);
- e. Quality, detail, responsiveness of the proposal in addressing need for the proposed project and population served (10 points);
- f. Demonstration of community engagement, community support for the project, or plan for engaging the target community (10 points);
- g. Feasibility of project implementation beyond the planning phase (10 points);
- h. Quality and detail of the proposal in advances the efforts of at least one working group of the Mid-South Regional Greenprint Consortium (consortium member organizations are required to participate in at least one working group) (10 points);
- i. Quality and detail of proposed project budget (10 points).

Shelby County Government reserves the right to interview, or require an oral presentation from, any respondent for clarification of information set forth in the applicant's response. In this regard, at the discretion of the evaluation committee, some or all applicants who submit a proposal in response to this RFP may be asked to submit to an interview or give an oral presentation of their respective proposals to the evaluation committee. If so, this is not to be a presentation restating the proposal, but rather an in-depth analysis of certain qualifications of the applicant. The interview or oral presentation, if utilized, is intended to provide an opportunity for the applicant to clarify or elaborate on qualifications without restating the proposal. The interview or oral presentation is to be a fact finding and explanation session only and is not to be used to negotiate any terms of contract. If required, the time and location of such interview or oral presentation will be scheduled by the Administrator of Purchasing. Interviews and oral presentations are strictly an option of the Shelby County Government or its evaluation committee and, consequently, may or may not be conducted. All travel expenses to and from the interview or oral presentation shall be the responsibility of the applicant. Selection will be based on determination of which proposal best meets the needs of the County and the requirements of this RFP. Shelby County Government reserves the right to consider the vendor's EOC rating in all evaluations. Shelby County Government reserves the right, for any reason to accept or reject any one or more proposals, to negotiate the term and specifications for the services provided, to modify any part of the RFP, or to issue a new RFP.

Contract(s) will be awarded based on a competitive selection of proposals received. Applicants are advised that the lowest cost proposal will not necessarily be awarded the Contract, as the selection will be based upon qualification criteria as deemed by the County and as determined by the selection committee and the County Mayor. The proposals submitted will be evaluated by the County. All decisions are made at the discretion of the County. The contents of the proposal of

the successful applicant will become contractual obligations and failure to accept these obligations in a contractual agreement may result in cancellation of the award.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex and creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements.

Respondents requesting additional information or clarification are to contact Nelson Fowler in writing at <a href="mailto:nelson.fowler@shelbycountytn.gov">nelson.fowler@shelbycountytn.gov</a> or at the address listed above. IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be by 12:00 P.M., Friday, August 2, 2013 (CST)

All written questions submitted by the deadline indicated above will be answered and posted on the County's website at <a href="https://www.shelbycountytn.gov">www.shelbycountytn.gov</a> within forty eight (48) hours of the above cut-off date.

The following guidelines for communication; have been established to ensure a fair and equitable process for all respondents: Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County regarding this Request for Proposals may disqualify your company from further consideration.

### ADDITIONAL INFORMATION

Applicants must have a vendor number and EOC number with Shelby County Government in order to submit a proposal for this RFP. If you do not have a current vendor number and EOC number, please contact Shelby County Purchasing at (901) 222-2250 as soon as possible to initiate the process of obtaining a vendor number and EOC number.

Proposal conditions, contract requirements, indemnification and insurance requirements can be found in Attachment E.

# LIVING WAGE ORDINANCE AND PREVAILING WAGE ORDINANCE

**Living Wage** - In accordance with Ordinance Number 328, commonly referred to as the Living Wage Ordinance, all persons/entities engaged in service contracts with the County, including but not limited to both prime and subcontractors, shall pay a Living Wage to employees for all work performed on said service contract, as defined in the Living Wage Ordinance. Proof of such compensation must be evidenced as required in the Living Wage Ordinance.

**Prevailing Wage** – Any firm, individual, partnership or corporation awarded a contract by the COUNTY for the construction of, improvement, enlargement, alteration or replacement of a public work or project in excess of \$500,000 and any subcontractors of such public work or project in excess of \$100,000 ("Recipient") shall be required to pay local prevailing wages and

benefits for laborers, mechanics, or other listed classifications as defined by the Tennessee Department of Labor. The prevailing wage rate shall be the most current State of Tennessee prevailing wage established by the Tennessee Department of Labor For Region 1 (Shelby County). The benefit rates shall be the most current rates described in the published schedule by the Memphis and West Tennessee County Code of Ordinances. The applicable rate shall be determined at the time that the project is awarded. In instances where Prevailing wage applies, Prevailing Wage will override the Living Wage requirement.

#### Non-discrimination and Title VI

The contractor hereby agrees, warrants, and assures compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other federal statutory laws which provide in whole or in part that no person shall be excluded from participation or be denied benefits of or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the contractor on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee State Constitutional or statutory law. The contractor shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination.

Any recipient entity shall be subject to the requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and regulations promulgated pursuant thereto. It shall develop a Title VI implementation plan with participation by protected beneficiaries as may be required by such law or regulations. To the extent applicable, such plan shall include Title VI implementation plans sub-recipients of federal funds through the entity. The contractor shall produce the plan upon request of Shelby County Government. Failure to provide same shall constitute a material breach of contract.

# **Disclosure of Proposal Contents**

Provider understands and acknowledges that the County is a governmental entity subject to the laws of the State of Tennessee and that any reports, data, or other information supplied to the County is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee. All proposals and other materials submitted become the property of Shelby County Government. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and before the time of a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

#### **Submitting Proposal**

Organizations may request consideration by submitting an original, five copies, and a CD of a letter of interest and proposal to Mr. Nelson Fowler, Manager A, Purchasing Department, Shelby County Government, 160 North Main Street, Suite 550, Memphis, TN 38103.

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All proposals must be received by Mr. Fowler's office on or before 4:00 PM (Central Time) Friday, August 9, 2013.